DEPLOYMENT PLANNING AND EXECUTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement augments AFI 10-403, *Deployment Planning*, and addresses AFMC-unique situations. The additions correspond to the chapters and paragraphs in the AFI. This supplement does not pertain to AFMC-gained Air National Guard units.

SUMMARY OF REVISIONS

AFI 10-403 has been completely revamped from its 1998 version. This supplement mirrors the new instruction by re-emphasizing procedures, thereby providing more standardization and guidance for command deployment managers. Attachment 1 provides a list of clothing and personal items for deploying individuals.

1.4.1. The AFMC OPR for deployment management, policy, and guidance is the AFMC Operations Office (AFMC/XP-AO).

1.4.1.1. Input to the AFMC POM process will be consolidated and submitted by AFMC/XP-AO.

1.4.1.2. AFMC/XP-AO serves as the command OPR for the Integrated Deployment System (IDS).

1.4.1.3. HQ AFMC/XPX will serve as the OPR for Host Nation Support and Acquisition Cross Servicing Agreements program for AFMC.

1.4.1.4. HQ AFMC/LGI will coordinate and support AOR support.

1.4.1.5. HQ AFMC/XPX will provide command assistance and guidance for HNS.

1.4.1.8. (Added) HQ AFMC will provide Deployment Assistance Visits (DAVs) at the request of AFMC units. AFMC/XP-AO will be the coordinating function and Team leader for all DAV visits. It is recommended that the installation, at a minimum, request a DAV 60-90 days prior to any Operational Readiness Inspection (ORI). DAV Teams will usually consist of a Logistics Planner, Supply, Manpower and/or Personnel, and a Transportation specialist. The team composition can be tailored to meet the installation

commander's needs, or in some cases, HQ training requirements. DAVs will only be accomplished in conjunction with Phase 1 exercises or real world deployment operations that test the installation's most stringent tasking. The intent of the DAV is to assess the installation's deployment process from receipt of a tasking through personnel and equipment departure. Areas usually assessed by the DAV Team are initial response, suitability for movement, and C2. DAVs will only be accomplished with prior approval from the installation commander.

1.4.2. HQ AFMC/XPM is the command point of contact for the MEFPAK process.

1.5.1. The duties and responsibilities for each base agency involved in deployments will be outlined in the respective Installation Deployment Plan (IDP).

1.5.1.2. The wing commander is defined as the Host Installation Commander or equivalent.

1.5.1.5. All AFMC units and/or unit type codes (UTCs) will participate and be evaluated in at least one exercise annually.

1.5.2.1. Ensures that the Installation Deployment Plan includes specific guidance for base recalls. At a minimum, the Battle Staff Director, Plans Office, Installation Deployment Officer, and UDCCs will develop a plan tailored to the installation.

1.5.3. The appropriate agency will be identified in the Installation Deployment Plan. The following designations will be used within AFMC to align deployment guidance, policies and procedures based on the installation size/mission, logistics support available, and assigned military strength. Basic deployment systems are also indicated:

TIER 1				
	LOGMOD	LSA	CMOS	MANPER
Eglin	X	X	X	X
Hill	X	X	X	X
Robins	X	X	X	X
Tinker	X	X	X	X
Wright-Patt	X	X	X	X
TIER 2				
	LOGMOD	LSA	CMOS	MANPER
Edwards	X	X	X	X
Kirtland	X	X	X	X
Brooks	X	X	X	X
Hanscom	X	X	X	X
Arnold	N/A	X	N/A	N/A
Los Angeles	N/A	X	X	X

1.5.12.24. (Added) In coordination with the installation medical group, provide deploying members with Pre-Exposure Preparation (PEP) training IAW AFI 44-153, Section 3. The requirement for this briefing

will be determined by an assessment of the deployment scenario, as coordinated between the IDO, PDF Chief, Medical Group commander, and Wing commander (or their designated representatives).

1.5.18.7. (Added) Provide personnel to conduct the Pre-Exposure Preparation training briefing at the PDF if required.

1.6.1.15. (Added) Ensures unit members are properly trained and equipped to support all taskings as outlined in this directive. This includes budgeting for personal and deployable equipment. Units selected to fill positions on other functional area UTCs should coordinate with the responsible functional manager for funding required to support that UTC.

1.6.1.16. (Added) In addition to assigning a primary (identified to deploy) person for deployment positions on UTC DRMDs, tier 1 installations may not assign more than 15% as alternates and tier 2 bases may not assign more than 10% as alternates. Cases involving one or two person UTCs will be handled on a case-by-case basis, depending on availability of personnel. Assigning alternates can be beneficial to deliberate planning, but it is not mandatory. Units that decide they have the personnel resources to provide alternates on a DRMD may do so. Units that decide to utilize alternates can not use that as justification to shortfall other UTC taskings.

1.6.2.1.1. In addition to documents listed, AFMC units will also reference the AFMC WMP-3 to identify UTC tasking. Bear in mind that a UTC listed in the WMP-3 may be tasked at any time by a combatant commander, irrespective of AEF vulnerability windows. Thus each individual assigned to fill a UTC tasking must be prepared to deploy. Units that are unable to accomplish said training must document that shortfall to the IDO IAW AFI 10-403, para 2.5.6.

1.6.2.6. (Added) The responsibility for training, equipping and maintaining personnel assigned against a given UTC will fall upon the organization commander exercising functional control and responsibility for that given UTC. Responsibility for UTCs without functional affiliation, i.e. TCN Escort UTCs, will be the host unit command section. Those units with multiple agencies within a unit that possess taskings shall be managed by the office normally responsible for providing normal military support, i.e. the orderly room. In cases where units or UDM responsibilities are consolidated for efficiency of operations the Installation Deployment Plan shall outline responsible UDMs for each UTC.

1.6.3. AFMC units may utilize other Air Staff-directed systems to track training and immunization as long as close coordination is maintained with the functional users of the system. The overall responsibility for personnel readiness remains with the individual and the unit. When Air Staff-directed systems are used to track training, either one of two methods of documentation will be used: annotation directly on the AF Form 4005, or attachment of a printout from an Air Staff-directed system to the AF Form 4005. The only authorized documents for proof of immunization are the individual's PHS-731 (shot records) or DD Form 2766C, **Vaccine Administration Record**.

1.7.1.1.10. (Added) Unclassified personnel PAKS disk for PERSCO.

1.8.1. AFMC installations will conduct Deployment Process Working Group meetings on a quarterly basis.

2.2. The AFMC WMP-3 will be used to identify specific AFMC UTC taskings. Office of primary responsibility for the AFMC WMP-3 is AFMC/XP-AO. Functional managers for all unit type codes (UTCs) are identified in the WMP-3.

2.4.1.4. For mobility bag computations, consult the installation plans office to determine taskings, then refer to AFMC WMP-1, Annex E, for requirements and computation guidance.

2.4.1.5. HQ AFMC/DRRW annually issues a call for small arms ammunition requirements computations and provides the requisite guidance in its message. For weapons requirements, consult AFPD 16-8, *Arming of Aircrew, Mobility, and Oversea Personnel* and HQ AFMC/LGS for amplifying guidance.

2.5.4. Pre-load plans for AFMC units are not required, but some units may find this process beneficial. For those units that find the pre-load plan process beneficial, utilize the following guidance. When expected transportation is airlift use the C-17 Globemaster. For aircraft load planning, utilize the pre-planning ACL and personnel weight factors in Defense Transportation Regulation (DTR), DOD Regulation 4500.9-R- Part III, *Mobility*, and AFPAM 10-1403, *Air Mobility Planning Factors*. These DOD Regulations can be referenced through electronic publications or on the Internet at http://public.transcom.mil/j4/j4lt/dtr.html. Ensure pre-load plans contain baggage pallets as well as weapons and ammunition when applicable. For units that use ground transportation to get to an APOE, utilize the expected type (e.g. 40-foot flatbed trailer and /or passenger buses) of transportation and pre-load plan by chalk using the DSOE.

2.5.5. Units must understand that ISUs (palletized containers) are not flexible and may cause problems adapting to provided military and/or commercial airlift. The ISU 90 container should be avoided if at all possible as they are limited in what types of air transportation they can utilize. The use of ISUs is a unit choice. However, it is the HQ AFMC's position that any unit not maximizing the ACL of provided transportation because of ISUs, thus requiring additional transportation to move remaining equipment, will be responsible for the additional costs. Units that utilize ISUs must ensure that under no circumstances will they exceed the standard UTC weight or cube in the LOGDET.

2.12.1. Record copy of the Installation Deployment Plan (IDP) will be furnished to AFMC/XP-AO and HQ AFMC/IGR via electronic means. AFMC/XP-AO will maintain an electronic copy and ensure headquarters functional areas that require notification of revised IDPs receive them. Changes will be furnished by the installation as they occur. Hard copies of the IDP will not be required beyond local requirements.

2.12.1.1. The IDP will identify hot cargo pad(s) location(s), and explosive handling procedures.

2.13.1.4. Installations can access additional transportation training information at https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LGT/lgtr/deptrain/.

3.4.5. While concept briefings are normally conducted within 3 hours, under real world/exercise/ORI conditions this rule may not be appropriate based on airlift associated with the tasking. An initial concept brief may be conducted by the IDO earlier than the 3-hour point in conjunction with the wing commander, with a more comprehensive brief conducted later as information becomes available.

3.5.4. Commanders may choose to activate their UDCC prior to the IDO's direction. The only deactivation approval authority for any UDCC is the IDO.

3.6.2. Use of e-mail/shared folders on LANS and other methods of distribution should be maximized. However, a backup system must be developed in the event these systems fail.

3.7.3. The HQ AFMC Functional Area Manager (FAM) for the UTC will be the approval and sourcing authority for all shortfalls that can not be resolved from AFMC resources at the unit level. AFMC/XP-AO will be the coordinating authority. The IDO, in coordination with the installations personnel and manpower (for personnel), supply (for equipment), and the wing/installation commander, will attempt to fill the shortage from base resources before submission to AFMC/XP-AO. AFMC/XP-AO will then forward the shortfall to the applicable HQ AFMC FAM for resolution. The FAM will validate that an actual

shortfall at the base is justified. If the shortfall is justified, the FAM, in coordination with AFMC/DPXX (for personnel) or AFMC/LGS (for equipment), will attempt to source the assets required from other AFMC resources. In the event the tasking can not be filled within the command, the FAM will notify AFMC/XP-AO. AFMC/XP-AO will then notify the supported command of the shortfall and the inability to meet the tasking.

5.5. AFMC installations will utilize as a minimum the HQ AFMC clothing, hygiene, and equipment requirements listed at attachment 4, Individual Requirements Checklist, paragraph 1s. Units can add to, but not delete, items from this list. Installation lists will include those items necessary to maintain compliance with AFI 36-2903. Those uniform items listed will be in compliance with military standard and serviceability as described in AFI 36-2903. AFMAN10-100, *Airman's Manual*, and AFI 36-3014, *Clothing Allowance for Air Force Personnel*, are good guides when considering additions to the HQ list. Develop the installation requirement list keeping in mind that the USAF deploys to austere locations. Laundry facilities and/or the opportunity to buy replacement toiletry items may not be in place for some time.

Attachment 15 (Added)

INDIVIDUAL REQUIREMENTS CHECKLIST

HQ AFMC Minimum Deployment Personal Bag Requirements List

This attachment contains minimum clothing and hygiene requirements for AFMC units. Installations may add, but not delete, items from this list. Any item that is worn while processing will count towards the total requirement. At the end of the list are some recommended items that should be considered for additions to these minimum requirements.

Required Items

Nomenclature	Quantity	Notes
Duffel Bag	1	5
Belt, Blue with Black Tip	1	
Boots, Combat	1	1,3
Cap, Woodland Camouflage (BDU) (organizational caps not authorized)	1	1
Jacket, Camouflage with Liner (BDU)	1	1
Coat, Woodland Camouflage (BDU Shirts)	3	1
Trousers, Woodland Camouflage	3	1
Socks, Black	4 pair	
Bras	4	2
Undergarments	5	
Work Gloves, Leather	1 pair	4
Towels	2	
Shaving Kit	1	5
Toiletry items	as required	6
Shoe Polish Kit	1	
Feminine Hygiene Items	2 boxes	2

Suggested Additional Items

Wash Cloths	2	
Facial Tissue	1 box	
Toilet Paper	2 rolls	
Shower Shoes	1 pair	
Body Lotion	1 tube	
Bug Repellent	1 can	
Flashlight and Batteries	1	
Padlock	1	
Mirror	1	
Sewing Kit	1	
Sunblock	1 tube	

Notes:

1= Authorized clothing patterns may differ from the standard BDU at the discretion of the supported CINC.

2= Item required by women only

3= Air Force Specialties requiring specialized types of foot wear (e.g. steel toed boots) to perform their duties will deploy with that type.

4= Leather work gloves are required in the event personnel are tasked to handle cargo at the home base, en route stops, or at the deployed location. Being assigned to personnel-only UTC does not release you from this requirement. Personnel at deployed locations are expected to assist with any task during the development of the operating location.

5= Personnel may substitute with items of equivalent purpose. For example, liquid soap may be substituted for bar soap. For acceptable replacements for the duffel bag when boarding military airlift see AMCI 24-101, Volume 15.

6= Personal preference or physical condition may dictate the contents of the individuals toiletry items. For example, a bald person should not be required to have shampoo on hand, and some personnel may prefer to wash their hair with soap versus shampoo. The key ingredient to the content of the deploying member's toiletry items is that the member can, and will be able to maintain, requirements for dress and appearance as outlined in AFI 36-2903.

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